

# COVID-19 Preparedness Plan



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## About COVID-19

- COVID-19 is an infectious disease.
- The disease is caused by a coronavirus not found in people before.
- It causes viral respiratory illness.
- We are still learning about the new virus. We do not know yet:
  - How sick it may make different people.
  - How well it passes between people.
  - Other features the new coronavirus may have.

## Variants of COVID-19

Viruses constantly change through mutation, and new variants of a virus are expected to occur over time. Sometimes new variants emerge and disappear. Other times, new variants emerge and persist. Multiple variants of the virus that causes COVID-19 have been documented in the United States and globally during this pandemic.

Public health officials are studying these variants quickly to learn more to control their spread. They want to understand whether the variants:

- Spread more easily from person-to-person
- Cause milder or more severe disease in people
- Are detected by currently available viral tests
- Respond to medicines currently being used to treat people for COVID-19
- Change the effectiveness of COVID-19 vaccines

## How it spreads

- People can spread the COVID-19 disease to each other.
- The disease is thought to spread by nose and mouth droplets when someone who is infected coughs, sneezes, or exhales.
- The droplets can land in the mouths or noses of people nearby. It may be possible for people to breathe the droplets into their lungs. It is important to stay 6 feet away from other people in public. At home, someone who is sick should stay alone, in one room, as much as possible.
- Droplets can land on surfaces and objects that other people then touch. It is important to wash your hands before you touch your mouth, nose, face or eyes. Clean surfaces that are touched often. Clean surfaces often if someone in the house is sick.
- Infected people may be able to spread the disease before they have symptoms or feel sick.
- A person can also spread the disease if they have no symptoms. Research has shown that around 40-50% of people infected do not develop symptoms.

## Severity

- Many people with COVID-19 have mild illness. However, anyone can become severely ill from this virus.
- Based on current information and experience:
  - Risk for severe illness increases with age. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.
  - People of any age who have serious underlying medical conditions may have a greater risk of getting very sick from COVID-19.
  - See [CDC: People Who Need to Take Extra Precautions](#) for guidance for people at increased risk or who should be extra careful.
- Ask your health care provider if you have greater risk of getting sicker.
- For more information, see:
  - [Managing Chronic Conditions during COVID-19](#)
  - [CDC: COVID-19 and HIV](#)

## Treatment

- COVID-19 has no known specific treatment.
- Rest and drink lots of liquids.
- If your symptoms get worse and you need a doctor, call your clinic or an emergency room before you go there.

## Many Unknowns

As doctors and scientists continue to gather new information, it is important to take COVID-19 seriously. We know some of the negative effects it can have, but we do not yet know all of the negative effects it may have. It is important to keep working to slow the spread of the virus by staying home when you can, staying 6 feet away from others, wearing a mask, covering your coughs and sneezes, and washing your hands often and well.

(Above information from <https://www.health.state.mn.us/diseases/coronavirus/basics.html>)

## Vaccine

Getting vaccinated against COVID-19 will be one of the best ways to protect yourself and everyone around you. The more people who get vaccinated against COVID-19, the better it is for everyone. More people vaccinated means that there will be less disease in our communities.

Getting vaccinated against COVID-19 is one of the most important steps to protect yourself and your community. By stopping the spread of COVID-19, we can keep businesses, schools, and other venues open. Stopping the spread of COVID-19 gets us closer to the end of the pandemic.

It is important to continue to follow all public health guidance to reduce the spread of COVID-19 even after you are fully vaccinated. This includes wearing a mask, staying 6 feet from others, washing your hands, getting tested for COVID-19 when needed, and following quarantine and isolation requirements (see Deferral and Quarantine Requirements section on page 10).

**NOTE: The FAA requires a 48 hour waiting period after each dose of a COVID-19 vaccine before returning to safety sensitive aviation duties, such as flying.**

### If you have been fully vaccinated:

- You can gather indoors with fully vaccinated people without wearing a mask.
- You can gather indoors with unvaccinated people from one other household (for example, visiting with relatives who all live together) without masks, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19.
- If you have been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.

### Approved Vaccines

The following COVID-19 vaccines are currently authorized for emergency use by the Food and Drug Administration:

- Pfizer-BioNTech,
- Moderna
- Johnson and Johnson [J&J]/Janssen

For more information on COVID-19 vaccines go to: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

## Prevention

North Star Aviation will remain open using modified operational and dispatch procedures. However, staff and students must remain vigilant. Below are a few rules for staff, students, customers, and visitors that will help keep our community healthy. Mask use and procedures for flight operations is outlined in Appendix A.

- Anyone, staff or student, must immediately report COVID-19 symptoms via email to [brutt@flymankato.com](mailto:brutt@flymankato.com) and self-quarantine. No one with a fever is permitted on any facility at any time for any reason.
- Masks are required upon entry to the airport terminal. Masks must be worn in all public areas of the building. Details on the state Mandate can be found at <https://www.leg.state.mn.us/archive/execorders/20-81.pdf>.
- Maintain 6 foot social distancing at all times, when possible. Wearing a mask should not be a substitute for social distancing.
- Mask use is recommended for flight crews in North Star Aviation airplanes. The PIC has ultimate authority on mask use inside the aircraft.
- If worn, masks should be removed if the use of a mask compromises safety of flight.
- Individuals conducting solo flights should not wear a mask.
- Masks will be available upon request for crews and passengers arriving to the FBO.
- Maximum occupancies for specific areas are listed in Appendix A
- All students and staff must provide their own headset. Headsets will not be shared, and Dispatch will not be lending headsets.

All staff and students are required (all others highly encouraged) to wash their hands with warm water and soap for at least 20 seconds EVERY TIME you do the following:

- Entering AND exiting the facility
- Before AND after each ground lesson
- Before AND after each flight
- Before AND after eating
- After using the restroom

This means you will be washing your hands many times every day. Please stay vigilant and continue to wash your hands thoroughly after each of the activities mentioned above. Notify North Star Aviation if a hand washing station or sink is out of soap and we will refill it as soon as possible. Hand sanitizer is provided throughout the facility and can be used to supplement hand washing but is not a replacement.

- Cover your cough with a tissue or cough into your elbow.
- Please avoid all crowded venues and events including concerts, sporting events, and festivals.

Social separation will reduce opportunities for the disease to spread.

- Staff and students must notify North Star Aviation's Safety Manager of all travel. Deferral and quarantine requirements are found in a later section.

- All staff and students are asked to check and monitor their own temperatures daily. Refer to the Reporting and Self-Quarantine section of this document.

North Star Aviation asks that any employee that has other employment in a high-risk occupation seriously consider the added risk of exposure to COVID-19 while working in those environments. We respect your right to have other employment, we simply ask to be aware of the increased risks and implications of assuming such risk.

High-risk occupations include:

- Bartender
- Waitress/waiter
- Work in long term care facility
- Any other occupation where 6 feet of social distancing cannot take place.

## Entry Procedures

The number of visitors to the terminal building will be limited to only those necessary. All individuals wishing entry will be self-screened for symptoms and/or exposure. If the visitor answers “yes” to any of the following questions he/she will not be permitted access to the facility (See Reporting and Self-Quarantine section):

- In the last 14 days, have you been confirmed positive for COVID-19?
- Are you currently experiencing, or have you recently experienced, any acute respiratory illness symptoms such as fever, cough, sore throat, or shortness of breath that cannot be attributed to any other health condition?
- Have you tested positive for COVID-19 regardless of symptoms?
- In the last 14 days, have you been exposed to a person likely to have or who has been confirmed positive for COVID-19? The FAA states that exposures of concern include:
  - a sick household member or intimate partner;
  - taking care of a sick person without using personal protective equipment (PPE); or
  - being within six feet of a sick person (including co-workers and passengers) for a prolonged period of time (i.e. 10 minutes or longer)
- Have you been in close contact with anyone who is exhibiting acute respiratory illness symptoms?
- List your recent travel.
- Are you or any household members awaiting COVID-19 test results?

MSU Students and Faculty must complete a daily COVID 19 self assessment before entering North Star Aviation facilities and/or aircraft. The daily assessment can be found at [https://mnscu.co1.qualtrics.com/jfe/form/SV\\_3xauilqVeol6unH](https://mnscu.co1.qualtrics.com/jfe/form/SV_3xauilqVeol6unH)

**By entering North Star Aviation facilities and/or aircraft, it is implied the individual has undergone the above self-screening, has answered “no” to all screening questions, and notified NSA of any travel within the past 14 days.**



## Sanitation Responsibilities and Requirements

Below are sanitation responsibilities and requirements. Additionally, all staff should be proactive about cleaning their work area daily. Soap and hand sanitizer are readily available throughout the facility.

- Check in/out Area – Dispatch will clean twice per day (keyboards, hard surfaces)
- Dispatch Desk - Dispatch will clean twice per day (keyboards, hard surfaces)
- Pre-flight area- Dispatch will clean twice per day (keyboards, hard surfaces)
- Front desk area- Front desk staff will clean twice per day (keyboards, hard surfaces)
- Entry/exit door handles – Front desk personnel will clean twice per day
- Aircraft & Simulators –Line Service will provide sanitizing products to wipe down controls (yokes, handles, etc.). Only approved cleaners will be used inside the aircraft cabin. Additionally, Line Service will thoroughly disinfect each aircraft weekly with the product Clear Cabin (SDS found in Appendix B of this document).
- Bathrooms – cleaned 3 times weekly & thoroughly disinfected
- Self-Service fuel - Line service will clean twice per day
- Instructor Cubes – cleaned 3 times weekly by staff, disinfected after each lesson by CFI. The use of instructor cubes should be avoided except for required lessons and there will be no more than 18 individuals in the room at any given time.

The entire terminal area including entry and exit points are disinfected weekly with a product called Bacoban. SDS can be found at [https://www.globalappearanceproducts.com/wp-content/uploads/2020/03/MSDS\\_BacobanWB\\_EN.pdf](https://www.globalappearanceproducts.com/wp-content/uploads/2020/03/MSDS_BacobanWB_EN.pdf)

## CFI and Student Additional Procedures

To reduce the risk of infectious disease transmission within our aircraft and ATDs, we have implemented the following dispatch procedures to mitigate the risk to clients and instructors.

- Disinfecting wipes may be used to clean major surfaces, controls, and knobs that may be touched during the flight. ONLY APPROVED SCREEN CLEANERS may be used on radio screens, touch screens, and EFIS displays. No products containing ammonia may be used inside the cabin of the aircraft.
- If you need a mask for your scheduled training and do not have one, please notify the dispatch desk at the time of check-in and you will be provided with one.
- It is up to the student and the instructor to sanitize the aircraft prior to and after their flight including, but not limited to the following:
  - Seatbelts
  - Flap Handle/Trim Wheel
  - Parking Brake
  - Fuel Selector
  - Control Wheels
  - Throttle Quadrant
  - Electrical Switches
  - Environmental Switches
  - Buttons/Knobs on PFD/MFD
  - Door Latches
  - Buttons on Standby instruments
  - Glare shield
  - Cowl Flap levers (Seminole Only)
  - Fuel Caps/Doors
  - Oil Caps/Doors
- After the flight, students and instructors must also ensure that all trash is removed from the airplane as is our normal practice. Immediately dispose of used tissues and wipes in garbage. If you need an additional disinfecting wipes for a work area, contact the dispatch desk.
- Only required flight crew and authorized observers are permitted in the aircraft. Observers must be authorized by the Chief Flight Instructor.
- Pilot in Command (PIC) has the final authority on who may board the aircraft.

### Remote Dispatch

#### Check out

Remote dispatching will require the student to call to check in with Dispatch for their tail number when they arrive at the airport. Once their aircraft has arrived back, they will walk directly to the aircraft. Once at their aircraft they will call dispatch and cross reference the times remaining until the next phase. The student will answer the questions laid out in the preparedness plan to the dispatcher on the phone. The instructor will authorize the lesson through Talon.

## Check In

Once the flight has been completed, a member of the flight crew will take a picture of the Hobbs/Tach times and send it to the dispatcher cell phone (507-508-0706). Student and instructor must then complete the activity via a smartphone, tablet, or desktop workstation. The device used will be immediately disinfected and both student and instructor will wash and/or sanitize hands. Students should proceed directly back to their vehicle. If students must come inside, he or she will complete required tasks and exit expeditiously. Personnel not assigned to work inside the building will complete whatever purpose for being inside, and then exit the building in the most expeditious manner.

## Procedures for Cross Country Flights

### General

Students and instructors should try to mitigate any potential COVID-19 exposure on all flights. Students and instructors should attempt to accomplish flights without entering FBOs for fuel and/or services. This is not always practical, in which case time inside the FBOs should be limited, and social distancing should be maintained.

Students and instructors may leave the FBO/airport at destination airports. Students and Instructors must follow local policies and state orders. Overnight stays should only be considered in extenuating circumstances, all of which will be communicated and coordinated through the Chief/Assistant Chief Flight Instructor.

### Flight Planning

It is the responsibility of the student and CFI to review all information available for any planned airport and/or FBO to ensure compliance with local COVID-19 procedures.

## Reporting and Self-Quarantine

Anyone, staff or student, must immediately report COVID-19 symptoms, direct contacts, and pending tests to the Safety Manager via email at [Brutt@flymankato.com](mailto:Brutt@flymankato.com) and self-quarantine. North Star Aviation staff must also notify the HR department at [Mholt@flymankato.com](mailto:Mholt@flymankato.com). No person with COVID-19 symptoms is permitted in our facilities at any time for any reason. Students and MSU faculty/staff should also report lab confirmed positive COVID-19 test results to the MSU COVID reporting line at 507-389-2030.

### Reporting

Anyone exhibiting COVID-19 symptoms must report via email to management immediately at [brutt@flymankato.com](mailto:brutt@flymankato.com). In this report students/staff should include the following details:

- Name
- Symptoms exhibited and when they presented
- List all visits to the facilities in the last 3 days
- What areas of the airport did you go to?
- Who did you talk to or interact with?
- What planes did you fly or work on?
- Did you visit anyone else's office?
- Where you will self-quarantine and your plans to contact medical professionals.

This information will be used to sterilize areas and quarantine others at high risk of infection.

## Diagnosis and Symptoms

Anyone exhibiting symptoms of COVID-19 should consult a medical professional for diagnosis. The symptoms can include cough, fever (100.4°F/38°C or higher), chills, muscle pain, fatigue, loss of taste and smell, and shortness of breath. If you show any signs of COVID-19 self-quarantine and/or call medical office before visiting so they can prepare and minimize others' exposure.

## Deferral and Quarantine Requirements

North Star aviation has developed the following criteria to be followed after exposure to COVID-19.

- Positive COVID test result – Minimum 10-day self-quarantine
- Direct Contact: 7 – 14-day self-quarantine from date of last exposure<sup>1,2</sup>.
- Indirect Contact: Self monitor for symptoms

<sup>1</sup>Anyone who has had direct contact with someone with COVID-19 and who meets the following criteria does **NOT** need to quarantine:

- Has COVID-19 illness within the previous 3 months **and**;
- Has recovered **and**;
- Remains without COVID-19 symptoms

<sup>2</sup>Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, **or** ≥2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

**A direct contact** is defined as any individual who was within 6 feet of a confirmed COVID-19 positive, or unconfirmed symptomatic person or a person awaiting COVID-19 test results for at least 10 minutes starting from 3 days before illness onset (or, for asymptomatic individuals, 3 days prior to positive specimen collection) until the individual is isolated.

**An indirect contact** is defined as any individual who was within 6 feet of an individual who had come in direct contact with a COVID-19 positive or unconfirmed symptomatic person.

Mandatory deferral after showing COVID-19 symptoms including, but not limited to, any of these:

- Fever or chills
- New Shortness of Breath you cannot attribute to any other health condition.
- A new Cough or sore throat you cannot attribute to any other health condition.
- A new loss of taste or smell you cannot attribute to any other health condition.
- New muscle aches you cannot attribute to any other health condition, and that are not caused by a specific activity (such as physical exercise)
- A new Headache you cannot attribute to any other health condition.
- Vomiting or diarrhea that you cannot attribute to any other health condition.

NOTE: In the instance a positive test result of an indirect contact, the deferral and/or quarantine requirements will be adjusted accordingly.

## If you are Fully Vaccinated

### With COVID-19 Symptoms

Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences symptoms consistent with COVID-19 should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated. The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care.

### With no COVID-19 Symptoms following an Exposure

Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low.

Fully vaccinated people who do not quarantine should still monitor for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care.

## Return to work (Employees)

Any Employee who requires deferral or self-quarantine may return to work under the following conditions:

- Positive test result
  - no symptoms: 10 days have passed since collection of positive test
  - Symptoms:
    - 10 days since symptoms first appeared **and**;
    - 24 hours without the use of fever reducing medications **and**;
    - Other symptoms are improving
- Negative Test result:
  - No Symptoms: 7 days since exposure (test must occur on day 5 or later)
  - Symptoms: 10 days since exposure, symptoms improving
- No test taken: 10 days since exposure, no symptoms developed.

After stopping quarantine, people should:

- Watch for symptoms until 14 days after exposure.
- If they have symptoms, immediately self-isolate and contact their local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

## Return to Training (Students)

Any student who requires deferral and/or self-quarantine may return to training based on the most recent Minnesota State University guidance which can be found at <https://minnstate.edu/coronavirus/index.html>.

**Students who are also employees of North Star Aviation will follow the student guidelines.** Students are encouraged to contact the MSU COVID Helpline at 507-389-5591 for questions related to COVID-19.

CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus.

## Feeling Sick

North Star Aviation requires employees or students to stay home if they are sick.

- Cover coughs and sneezes
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- If you think you may be sick, leave work immediately.
- If you have symptoms, contact a doctor. Going to a doctor's office will expose you and to other ill people, and others to you.
- If you go to a doctor's office, you should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.

## Testing

A medical professional will determine if your symptoms are indicative of COVID-19 and if testing is required. North Star Aviation does not require students or employees to get tested for COVID-19. However, if someone does decide to get tested, the test should be conducted no sooner than 48 hours from the last known exposure if you have symptoms. This delay in getting tested greatly reduces the chance of a false negative result. If you have been in direct close contact with COVID 19 and are not showing symptoms, it is best to get tested 5-7 days after your close contact. It can take 2-14 days for COVID-19 to develop, so even if you test negative once, you could still develop COVID-19 later and spread it unknowingly. Talk to your health care provider to get more advice on when to get tested.

**Anyone who gets tested should treat the pending test as a positive result until notified otherwise by healthcare professionals.** No person is allowed at North Star Aviation with pending COVID-19 test results, or if the individual has had direct contact with someone pending COVID-19 test results.

If an individual does get tested for any reason, it will be treated as a positive case until results are given. After a test is given, the individual should stay at home until notified of results.

## Quarantine

Staff and students are requested to self-quarantine at home. Those who a medical professional believes may have COVID-19 must stay in quarantine until advised otherwise by medical professionals.

## Covid-19 Cleaning Post Exposure

If a Student or Staff were to be diagnosed with COVID-19. Post exposure cleaning would include the use of Clear Cabin for each aircraft that had been exposed. The product is used to disinfect and provide ongoing protection for up to 90 days depending upon its use. We will use this technique on both the facilities and aircraft above manufacture recommended frequencies, until the threat passes.

## Local COVID-19 Situation Resources

The United States Center for Disease Control (CDC) will be putting out regular updates to policy and guidance for the nation. These can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. However, the COVID-19 situation varies drastically across the United States. Information regarding Minnesota's response and data for COVID-19 can be found here: <https://www.health.state.mn.us/diseases/coronavirus/index.html>. Management will discuss the COVID-19 situation regularly to determine next steps and keep students, staff, and customers updated with any changes to policy or operations.

## Appendix A

### Mask Use and procedures for Flight Operations

#### General

- Masks must be worn in any indoor public area.
- Mask use in indoor public space is mandated statewide by executive order (<https://staysafe.mn.gov>)
- When appropriate, keep interior doors propped open to minimize door contact.

Always attempt to maintain 6 foot social distancing during ground lessons and office visits when possible.

#### Testing Rooms

- Limit 2 people per room
- All occupants must be scheduled for the activity.
- Observers are not allowed.
- Masks must be worn at all times.

#### Redbird Simulators (ATD)

- Limit one instructor and one student per activity.
- Unless required for demonstration purposes, instructors should operate the ATD from the exterior and avoid sitting in the cockpit.
- Masks must be worn at all times.

#### Aircraft Activities

- Crews are highly encouraged to wear masks in the cockpit during all activities where there is more than one crewmember.
- If a mask is worn, the mask can be removed if its use is negatively affecting the safety of flight. This includes (but is not limited to) the following:
  - The use of the mask negatively affects visual ability (fogs glasses or blocks visual field).
  - The use of the mask negatively affects communication between the crew and or ATC.
  - The use of the mask negatively affects the crewmember's ability to have sufficient oxygen.
  - The use of the mask induces fatigue caused by discomfort, heat, or other factors.
- If worn, masks can be removed temporarily to drink liquids.
- Solo activities should not wear the masks while operating aircraft.

#### Instructor Cubes

- Masks must be worn at all times. Limit to 18 people maximum.

#### Dispatch Desk

- Masks must be worn at all times.



### **Dispatch Area**

Limit to 5 people maximum at one time.

- Visitors must remain behind barriers unless given prior permission.
- Visitors entering must maintain 6 feet social distancing.
- Masks must be worn at all times.

### **Office Entrance Procedures**

- All office visitors must stop short door threshold and announce their presence.
  - Unless required to enter for transactional reasons visitor should stay behind the threshold.

### **Office Limits and Mask Protocol**

- Masks must be worn when there is more than one occupant in an office.

### **Standard size office**

- Limit to 2 people maximum at one time (1 employee and 1 student/visiting employee at a time).
- Masks must be worn when there is more than one occupant in an office.

### **Assistant Chief Instructors Office**

- Limit to 4 people maximum at any time.
- Masks must be worn when there is more than one occupant in an office.

### **Chief Instructor's office**

- Limit to 3 people maximum at any time.
- Masks must be worn when there is more than one occupant in an office.

\*Individual offices will follow the standard size office protocol.

### **FAA Testing Center**

- **Reception area**
  - Limit to 2 people maximum at any time.
  - Masks must be worn at all times.
- **Testing area**
  - Masks are available for testers and must be worn at all times.
  - No more than 3 testers at any time.

### **Maintenance Office area**

- Limited to 4 people maximum. Masks must be worn at all times when face-to-face contact with the public or 6-foot social distancing can not be maintained.

### **Hangar Floor**

- Masks must be worn when social distancing cannot be adhered to (6 feet).

**Parts Room**

- Follow standard size office protocol

**Break room**


- Must wear mask at all times (when not eating).

**Conference Rooms**

- Must wear mask at all times. Follow posted occupancy limits for each room.

## Appendix B

# Safety Data Sheet

PRODUCT: PreventX 24/7 AVIATION		SDS No: PX247
<b>SECTION 1: GENERAL INFORMATION</b>		
COMPANY NAME JennsCo LLC	Telephone	615-496-7313
Address 1047 Luxborough Drive	In case of emergency call chemtrec:	1-800-424-9300
City, State, Zip Hendersonville, TN 37075	Outside of U.S.A.:	001-703-527-3887
	Date:	02-01-2020
<b>SECTION 2 : HAZARD(S) IDENTIFICATION</b>		
Classification of the substance or mixture in accordance with 29 CFR 1910.1200 (OSHA HCS/GHS).		
Signal Word: <b>Warning</b>		
		
<b>GHS - Classification</b>		
Eye Damage/Irritation (Category 2B)		
<b>Hazard Statement(s)</b>		
H320	Causes eye irritation	
<b>Precautionary Statement(s)</b>		
P264	Wash hands thoroughly after handling.	
P280	Wear protective gloves/eye protection/protective clothing.	
P305 + P351 + P338	IF IN EYES: Rinse cautiously with water for 15 minutes or more. Remove contact lenses, if present and easy to do. Continue rinsing.	
P337 + P313	If eye irritation persists: Get medical attention	
P501	Dispose of contents in container in accordance with local/state/federal/international regulations.	
<b>SECTION 3 : COMPOSITION/ INFORMATION ON INGREDIENTS</b>		
<b>HAZARDOUS INGREDIENT</b>	<b>CAS#</b>	<b>PERCENTAGE</b>
3-(Trimethoxysilyl) Propyl dimethyl Octadecyl Ammonium chloride	27668-32-6	1%
SPECIFIC CHEMICAL NAME(S) AND CAS NUMBER(S) MAY BE A TRADE SECRET AS ALLOWED BY 29 CFR 1910.1200		
<b>SECTION 4 : FIRST AID MEASURES</b>		
<b>EYES:</b> FLUSH EYES WITH WATER FOR AT LEAST 15 MINUTES, OCCASIONALLY LIFTING EYELIDS. GET MEDICAL ATTENTION.		
<b>SKIN:</b> WASH EXPOSED AREAS WITH SOAP AND WATER. IF IRRITATION PERSIST, SEEK MEDICAL ATTENTION.		
<b>INGESTION:</b> INDUCE VOMITING BY GIVING 2 GLASSES OF WATER AND PLACE FINGER DOWN THROAT. CALL A PHYSICIAN. NEVER GIVE ANYTHING BY MOUTH TO AN UNCONSCIOUS PERSON.		
<b>INHALATION:</b> IF AFFECTED, REMOVE INDIVIDUAL TO FRESH AIR.		
<b>SECTION 5 : FIRE FIGHTING MEASURES</b>		
<b>FLASH POINT:</b> >200F		
<b>EXTINGUISHING METHOD:</b> USE WATER, CARBON DIOXIDE, DRY CHEMICAL OR FOAM		
<b>SPECIAL FIRE FIGHTING PROCEDURES:</b> USE SELF-CONTAINED BREATHING APPARATUS. WEAR FULL PROTECTIVE CLOTHING.		
<b>UNUSUAL FIRE FIGHTING PROCEDURES:</b> NONE KNOWN.		
<b>SECTION 6 : ACCIDENTAL RELEASE MEASURES</b>		
<b>PERSONAL PRE CAUTIONS:</b> Ensure adequate ventilation. Keep people away from and upwind of spill/leak.		
<b>ENVIRONMENTAL PRECAUTIONS:</b> Avoid subsoil penetration. Do not flush into surface water or sanitary sewer system. Advise water authority if spillage has entered water course or drainage system.		
<b>METHODS FOR CLEAN UP:</b> Use mechanical handling equipment. Soak up with inert absorbent material( e.g. sand, silica gel, acid binder, universal binder, sawdust)		
<b>SPILL:</b> VENTILATE AREA, PERSONS PERFORMING CLEAN-UP SHOULD WEAR ADEQUATE PROTECTION EQUIPMENT. CONTAIN MATERIAL BY DIKING THE AREA AROUND THE SPILL. IF THE PRODUCT IS IN A SOLID FORM, SHOVEL DIRECTLY INTO RECOVERY DRUMS. IF THE PRODUCT IS A LIQUID, IT SHOULD BE PICKED UP USING A SUITABLE ABSORBANT MATERIAL, THEN SHOVELED TO RECOVERY DRUMS. IF THE MATERIAL IS RELEASED INTO THE ENVIRONMENT, THE USER SHOULD DETERMINE WHETHER THE SPILL SHOULD BE REPORTED TO THE APPROPRIATE LOCAL, STATE AND FEDERAL AUTHORITIES.		
<b>SECTION 7 : HANDLING AND STORAGE</b>		
<b>HANDLING AND STORAGE:</b> MATERIAL SHOULD BE STORED IN ITS OWN CONTAINER AND SHOULD ALWAYS BE KEPT COVERED WHEN NOT IN USE. ALL CONTAINERS SHOULD BE RINSED THOROUGHLY 3 TIMES PRIOR TO DISPOSAL		
<b>SECTION 8 : EXPOSURE CONTROLS AND PERSONAL PROTECTION</b>		
<b>ROUTES OF EXPOSURE:</b> EYES, SKIN, INGESTION, INHALATION		

## Acknowledgement

This is to acknowledge that I have received a copy of the most recent COVID-19 Preparedness Plan and have read and understand the policies and procedures it contains as well as any revisions made to it by North Star Aviation. I will keep up to date on all future revisions. I understand that if I have any concerns or questions, I will ask my immediate supervisor or Human Resources.

By signing below or by entering North Star Aviation facilities or aircraft, I am agreeing to abide by the plan. I understand that if I do not follow the plan or am found to be not truthful when self-reporting symptoms to the best of my abilities:

**Employees** – Disciplinary action up to and including termination.

**Students** – Disciplinary action up to and including a suspension in flight training for up to 60 days depending on the severity of the infraction.

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Employee/Student Signature

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Employee/Student Name (Please Print)

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Date